

ARIZONA CORPORATION COMMISSION
UTILITIES DIVISION

RECEIVED

APR 09 2004

AZ CORPORATION COMMISSION
DIRECTOR OF UTILITIES

ANNUAL REPORT MAILING LABEL – MAKE CHANGES AS NECESSARY

W-02151A
Winslow West Water Company Inc.
P. O. Box 3339
Scottsdale AZ 85271

ANNUAL REPORT

FOR YEAR ENDING

12	31	2003
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FOR COMMISSION USE

Ann04	03
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COMPANY INFORMATION

Company Name (Business Name) WINSLOW WEST WATER CO., INC

Mailing Address P.O. BOX 3339
SCOTTSDALE (Street) AZ (State) 85271 (Zip)

480-994-4500 (Telephone No. (Include Area Code)) 480-947-4059 (Fax No. (Include Area Code)) (Pager/Cell No. (Include Area Code))

Email Address

Local Office Mailing Address SAME
 (Street) (City) (State) (Zip)

(Local Office Telephone No. (Include Area Code)) (Fax No. (Include Area Code)) (Pager/Cell No. (Include Area Code))

Email Address

MANAGEMENT INFORMATION

Management Contact: JACK ROSS (Name) PRESIDENT (Title)

PO BOX 3339 (Street) SCOTTSDALE (City) AZ (State) 85271 (Zip)

480-994-4500 (Telephone No. (Include Area Code)) 480-947-4059 (Fax No. (Include Area Code)) (Pager/Cell No. (Include Area Code))

Email Address

On Site Manager: SAME - JACK ROSS (Name)

(Street) (City) (State) (Zip)

(Telephone No. (Include Area Code)) (Fax No. (Include Area Code)) (Pager/Cell No. (Include Area Code))

Email Address

☐ Please mark this box if the above address(es) have changed or are updated since the last filing.

Statutory Agent: JACK ROSS II
 (Name)
4800 N. SCOTTSDALE RD, Ste 1400 SCOTTSDALE, AZ 85251
 (Street) (City) (State) (Zip)
480-421-6706 480-421-6701
 Telephone No. (Include Area Code) Fax No. (Include Area Code) Pager/Cell No. (Include Area Code)
 Attorney: _____
 (Name)

 (Street) (City) (State) (Zip)

 Telephone No. (Include Area Code) Fax No. (Include Area Code) Pager/Cell No. (Include Area Code)

☐ Please mark this box if the above address(es) have changed or are updated since the last filing.

OWNERSHIP INFORMATION

Check the following box that applies to your company:

- | | |
|---|--|
| <input type="checkbox"/> Sole Proprietor (S) | <input checked="" type="checkbox"/> C Corporation (C) (Other than Association/Co-op) |
| <input type="checkbox"/> Partnership (P) | <input type="checkbox"/> Subchapter S Corporation (Z) |
| <input type="checkbox"/> Bankruptcy (B) | <input type="checkbox"/> Association/Co op (A) |
| <input type="checkbox"/> Receivership (R) | <input type="checkbox"/> Limited Liability Company |
| <input type="checkbox"/> Other (Describe) _____ | |

COUNTIES SERVED

Check the box below for the county/ies in which you are certificated to provide service:

- | | | |
|--|-----------------------------------|--|
| <input type="checkbox"/> APACHE | <input type="checkbox"/> COCHISE | <input checked="" type="checkbox"/> COCONINO |
| <input type="checkbox"/> GILA | <input type="checkbox"/> GRAHAM | <input type="checkbox"/> GREENLEE |
| <input type="checkbox"/> LA PAZ | <input type="checkbox"/> MARICOPA | <input type="checkbox"/> MOHAVE |
| <input checked="" type="checkbox"/> NAVAJO | <input type="checkbox"/> PIMA | <input type="checkbox"/> PINAL |
| <input type="checkbox"/> SANTA CRUZ | <input type="checkbox"/> YAVAPAI | <input type="checkbox"/> YUMA |
| <input type="checkbox"/> STATEWIDE | | |

COMPANY NAME WINSLOW WEST WATER Co., INC.

UTILITY PLANT IN SERVICE

Acct. No.	DESCRIPTION	Original Cost (OC)	Accumulated Depreciation (AD)	O.C.L.D. (OC less AD)
301	Organization			
302	Franchises			
303	Land and Land Rights			
304	Structures and Improvements			
307	Wells and Springs			
311	Pumping Equipment	29,295	27,883	1,411
320	Water Treatment Equipment			
330	Distribution Reservoirs and Standpipes			
331	Transmission and Distribution Mains			
333	Services			
334	Meters and Meter Installations			
335	Hydrants			
336	Backflow Prevention Devices			
339	Other Plant and Misc. Equipment			
340	Office Furniture and Equipment			
341	Transportation Equipment			
343	Tools, Shop and Garage Equipment			
344	Laboratory Equipment			
345	Power Operated Equipment			
346	Communication Equipment			
347	Miscellaneous Equipment			
348	Other Tangible Plant			
	TOTALS	29,295	27,883	1,411

This amount goes on the Balance Sheet Acct. No. 108

COMPANY NAME WINSLOW WEST WATER CO., INC.

CALCULATION OF DEPRECIATION EXPENSE FOR CURRENT YEAR

Acct. No.	DESCRIPTION	Original Cost (1)	Depreciation Percentage (2)	Depreciation Expense (1x2)
301	Organization			
302	Franchises			
303	Land and Land Rights			
304	Structures and Improvements			
307	Wells and Springs			
311	Pumping Equipment	29,295	.197	5,769
320	Water Treatment Equipment			
330	Distribution Reservoirs and Standpipes			
331	Transmission and Distribution Mains			
333	Services			
334	Meters and Meter Installations			
335	Hydrants			
336	Backflow Prevention Devices			
339	Other Plant and Misc. Equipment			
340	Office Furniture and Equipment			
341	Transportation Equipment			
343	Tools, Shop and Garage Equipment			
344	Laboratory Equipment			
345	Power Operated Equipment			
346	Communication Equipment			
347	Miscellaneous Equipment			
348	Other Tangible Plant			
	TOTALS	29,295	.197	5,769

This amount goes on Comparative Statement of Income and Expense _____
Acct. No. 403.

COMPANY NAME

WINSLOW WEST WATER Co., INC.

BALANCE SHEET

Acct. No.		BALANCE AT BEGINNING OF YEAR	BALANCE AT END OF YEAR
	ASSETS		
	CURRENT AND ACCRUED ASSETS		
131	Cash	\$ 1,799	\$ 483
134	Working Funds		
135	Temporary Cash Investments		
141	Customer Accounts Receivable		
146	Notes/Receivables from Associated Companies		
151	Plant Material and Supplies		
162	Prepayments		
174	Miscellaneous Current and Accrued Assets	340	2,740
	TOTAL CURRENT AND ACCRUED ASSETS	\$ 2,139	\$ 3,223
	FIXED ASSETS		
101	Utility Plant in Service	\$ 24,091	\$ 29,295
103	Property Held for Future Use		
105	Construction Work in Progress		
108	Accumulated Depreciation – Utility Plant	22,115	27,883
121	Non-Utility Property		
122	Accumulated Depreciation – Non Utility		
	TOTAL FIXED ASSETS	\$ 1,976	\$ 1,412
	TOTAL ASSETS	\$ 4,115	\$ 4,635

NOTE: The Assets on this page should be equal to **Total Liabilities and Capital** on the following page.

COMPANY NAME WINSLOW WEST WATER Co., INC.

BALANCE SHEET (CONTINUED)

Acct. No.		BALANCE AT BEGINNING OF YEAR	BALANCE AT END OF YEAR
	LIABILITIES		
	CURRENT LIABILITIES		
231	Accounts Payable	\$	\$
232	Notes Payable (Current Portion)		
234	Notes/Accounts Payable to Associated Companies		
235	Customer Deposits		
236	Accrued Taxes	177	148
237	Accrued Interest		
241	Miscellaneous Current and Accrued Liabilities		
	TOTAL CURRENT LIABILITIES	\$ 177	\$
	LONG-TERM DEBT (Over 12 Months)		
224	Long-Term Notes and Bonds	\$ 85,862	\$ 93,403
	DEFERRED CREDITS		
251	Unamortized Premium on Debt	\$	\$
252	Advances in Aid of Construction		
255	Accumulated Deferred Investment Tax Credits		
271	Contributions in Aid of Construction		
272	Less: Amortization of Contributions		
281	Accumulated Deferred Income Tax		
	TOTAL DEFERRED CREDITS	\$	\$
	TOTAL LIABILITIES	\$ 86,039	\$ 93,551
	CAPITAL ACCOUNTS		
201	Common Stock Issued	\$ 5,000	\$ 5,000
211	Paid in Capital in Excess of Par Value		
215	Retained Earnings	<86,924>	<93,916>
218	Proprietary Capital (Sole Props and Partnerships)		
	TOTAL CAPITAL	\$ <81,924>	\$ <88,916>
	TOTAL LIABILITIES AND CAPITAL	\$ 4,115	\$ 4635

COMPANY NAME WINSLOW WESTWATER CO., INC.

COMPARATIVE STATEMENT OF INCOME AND EXPENSE

Acct. No.	OPERATING REVENUES	PRIOR YEAR	CURRENT YEAR
461	Metered Water Revenue	\$	\$
460	Unmetered Water Revenue	2,768	2,253
474	Other Water Revenues		2
	TOTAL REVENUES	\$ 2,768	\$ 2,255
	OPERATING EXPENSES		
601	Salaries and Wages	\$ 3,600	\$ 3,300
610	Purchased Water		
615	Purchased Power		
618	Chemicals		
620	Repairs and Maintenance	1,380	
621	Office Supplies and Expense		
630	Outside Services		
635	Water Testing	538	173
641	Rents		
650	Transportation Expenses		
657	Insurance - General Liability		
659	Insurance - Health and Life		
666	Regulatory Commission Expense - Rate Case		
675	Miscellaneous Expense		<40>
403	Depreciation Expense	790	5,769
408	Taxes Other Than Income	45	45
408.11	Property Taxes		
409	Income Tax		
	TOTAL OPERATING EXPENSES	\$ 6,353	\$ 9,247
	OPERATING INCOME/(LOSS)	\$ <3,585>	\$ <6,992>
	OTHER INCOME/(EXPENSE)		
419	Interest and Dividend Income	\$ -	\$
421	Non-Utility Income		
426	Miscellaneous Non-Utility Expenses		
427	Interest Expense		
	TOTAL OTHER INCOME/(EXPENSE)	\$ -	\$
	NET INCOME/(LOSS)	\$ <3,585>	\$ <6,992>

COMPANY NAME

WINSLOW West Water Co., INC.

SUPPLEMENTAL FINANCIAL DATA

Long-Term Debt

	LOAN #1	LOAN #2	LOAN #3	LOAN #4
Date Issued	2003			
Source of Loan	JACK ROSS MOTORS INC			
ACC Decision No.				
Reason for Loan	REPAY PRIOR NOTE AND OPERATIONS			
Dollar Amount Issued	\$ 93,403	\$	\$	\$
Amount Outstanding	\$ 93,403	\$	\$	\$
Date of Maturity	11-30-04			
Interest Rate	2.3%			
Current Year Interest	\$ N/A	\$	\$	\$
Current Year Principle	\$ N/A	\$	\$	\$

Meter Deposit Balance at Test Year End

\$

—

Meter Deposits Refunded During the Test Year

\$

—

COMPANY NAME WINSLOW WEST WATER CO., INC.

WATER COMPANY PLANT DESCRIPTION

WELLS

ADWR ID Number*	Pump Horsepower	Pump Yield (Gpm)	Casing Depth (Feet)	Casing Diameter (Inches)	Meter Size (inches)	Year Drilled
601348	5	42	100	6"	NA	1971

- Arizona Department of Water Resources Identification Number

OTHER WATER SOURCES

Name or Description	Capacity (gpm)	Gallons Purchased or Obtained (in thousands)

BOOSTER PUMPS		FIRE HYDRANTS	
Horsepower	Quantity	Quantity Standard	Quantity Other

STORAGE TANKS		PRESSURE TANKS	
Capacity	Quantity	Capacity	Quantity
10,000	1	50	1

COMPANY NAME WINSLOW WEST WATER CO., INC.

WATER COMPANY PLANT DESCRIPTION (CONTINUED)

MAINS

Size (in inches)	Material	Length (in feet)
2		
3		
4		
5		
6		
8		
10		
12		

CUSTOMER METERS

Size (in inches)	Quantity
5/8 X 3/4	N/A
3/4	
1	
1 1/2	
2	
Comp. 3	
Turbo 3	
Comp. 4	
Tubo 4	
Comp. 6	
Tubo 6	

For the following three items, list the utility owned assets in each category.

TREATMENT EQUIPMENT:

12.5% HYPOCHLORITE SOLUTION FED
VIA GRANGER 2P120-5 CHEMICAL
FEED PUMP WITH TIMER INTO STORAGE TANK.

STRUCTURES:

PUMP HOUSE

OTHER:

COMPANY NAME: WINSLOW WEST WATER CO., INC.

WATER USE DATA SHEET BY MONTH FOR CALENDAR YEAR 2003

MONTH	NUMBER OF CUSTOMERS	GALLONS SOLD	GALLON PUMPED (Thousands)
JANUARY	12		UNMETERED
FEBRUARY	12		
MARCH	12		
APRIL	12		
MAY	12		
JUNE	12		
JULY	12		
AUGUST	12		
SEPTEMBER	12		
OCTOBER	12		
NOVEMBER	12		
DECEMBER	12		
TOTAL		N/A	N/A

Is the Water Utility located in an ADWR Active Management Area (AMA)?

() Yes (X) No

Does the Company have An ADWR Gallons Per Capita Per Day (GPCPD) requirement?

() Yes (X) No

If yes, provide the GPCPD amount: _____

What is the level of arsenic for each well on your system. LESS THAN 0.010 per mg/l

(If more than one well, please list each separately)

Note: If you are filing for more than one system, please provide separate data sheets for each system.

COMPANY NAME WINSLOW WEST WATER CO. INC. YEAR ENDING 12/31/2003

PROPERTY TAXES

PARCEL 930-40-100-3

Amount of actual property taxes paid during Calendar Year 2003 was: \$ 40.94

Attach to this annual report proof (e.g. property tax bills stamped "paid in full" or copies of cancelled checks for property tax payments) of any and all property taxes paid during the calendar year.

If no property taxes paid, explain why. TAXES WERE PAID IN FULL

2003 TAX NOTICE

JAN 1, 2003
TO
DEC 31, 2003

COUNTY OF COCONINO

ARIZONA

ADDRESS:

110 E CHERRY AVE
FLAGSTAFF AZ 86001

LEGAL DESCRIPTION SECTION 17N
TOTAL VALUE OF OPERATING PROPERTY RING ACRES

USE 5500

TAX ROLL NUMBER	68279
PARCEL IDENTIFICATION	930-40-100 3
TAX AREA CODE	0100

IMPORTANT - SEE REVERSE SIDE
FOR COMPLETE EXPLANATION OF
YOUR 2003 TAX NOTICE AND
PAYMENT INSTRUCTIONS.

930-40-100 3 68279

WINSLOW WEST WATER CO
JACK ROSS/PRESIDENT
PO BOX 3339
SCOTTSDALE AZ 85271-3339

29727

PAID IN
FULL
2003

2003 TAX SUMMARY (C)	
PRIMARY AD VALOREM TAX	3104
LESS STATE AID TO EDUCATION	00
NET PRIMARY AD VALOREM TAX	3104
SECONDARY AD VALOREM TAX	990
SPECIAL DISTRICT TAX	00

PAY TOTAL OR HALF TAX

TOTAL TAX DUE	4094
HALF TAX	2047

DELINQUENT DATES
1st HALF NOV. 1, 2003
2nd HALF MAY 1, 2004
THIS IS THE ONLY NOTICE YOU WILL RECEIVE
NO RECEIPT WILL BE SENT UNLESS REQUESTED

ITEM	LIMITED VALUE	ASMT. %	ASSESSED VALUE	EXEMPTION	TAX RATE	AD VALOREM TAX
LAND, BLDGS, ETC.	0	2.50	0	0	6.2043	00
PERSONAL PROPERTY	2000	2.50	500	0	6.2043	3104
TOTALS	2000		500	0		3104
ITEM	FULL CASH VALUE	ASMT. %	ASSESSED VALUE	EXEMPTION	TAX RATE	AD VALOREM TAX
LAND	0	2.50	0	0	20.577	00
BLDG. ETC.	0	0	0	0	0	00
PERSONAL PROPERTY	2000	2.50	500	0	19.780	990
TOTALS	2000		500	0		990

TAX CODE	TAX JURISDICTION	2003 PRIMARY	2003 SECONDARY	2003 TOTAL	2002 TOTAL	DIFFERENCE
----------	------------------	--------------	----------------	------------	------------	------------

02000	COCONINO COUNTY	239	00	239	312	-73
02001	SCHOOL EQUALIZATION	236	00	236	367	-131
07001	FLAGSTAFF SD #1	2424	761	3185	5069	-1884
08150	COUNTY COMMUNITY COLLEGE DISTRI	205	84	289	435	-146
11900	FIRE DISTRICT ASSISTANCE FUND	00	50	50	75	-25
14900	COCONINO CO LIBRARY DIS #77-58	00	95	95	142	-47

TOTALS		3104	990	4094	6400	-2306
--------	--	------	-----	------	------	-------

TEAR OFF ALONG DOTTED LINES

PLEASE ALLOW 30 DAYS FOR PAYMENT PROCESSING

TEAR OFF ALONG DOTTED LINES

COMPANY NAME WINSLOW WEST WATER Co., INC

YEAR ENDING 12/31/2003

INCOME TAXES

For this reporting period, provide the following:

Federal Taxable Income Reported
Estimated or Actual Federal Tax Liability

< 6,992 >

State Taxable Income Reported
Estimated or Actual State Tax Liability

< 6,992 >

Amount of Grossed-Up Contributions/Advances:

Amount of Contributions/Advances
Amount of Gross-Up Tax Collected
Total Grossed-Up Contributions/Advances

NONE

NONE

NONE

Decision No. 55774 states, in part, that the utility will refund any excess gross-up funds collected at the close of the tax year when tax returns are completed. Pursuant to this Decision, if gross-up tax refunds are due to any Payer or if any gross-up tax refunds have already been made, attach the following information by Payer: name and amount of contribution/advance, the amount of gross-up tax collected, the amount of refund due to each Payer, and the date the Utility expects to make or has made the refund to the Payer.

CERTIFICATION

The undersigned hereby certifies that the Utility has refunded to Payers all gross-up tax refunds reported in the prior year's annual report. This certification is to be signed by the President or Chief Executive Officer, if a corporation; the managing general partner, if a partnership; the managing member, if a limited liability company or the sole proprietor, if a sole proprietorship.

NONE - N/A

SIGNATURE

DATE

PRINTED NAME

TITLE

RECEIVED

APR 09 2004

AZ CORPORATION COMMISSION
DIRECTOR OF UTILITIES

VERIFICATION
AND
SWORN STATEMENT
Intrastate Revenues Only

RECEIVED

APR 09 2004

VERIFICATION

STATE OF ARIZONA

I, THE UNDERSIGNED

OF THE

COUNTY OF (COUNTY NAME)
<u>MAPICOPA</u>
NAME (OWNER OR OFFICIAL) TITLE
<u>JACK ROSS, PRESIDENT</u>
COMPANY NAME
<u>WINLOW WEST WATER Co., INC</u>

AZ CORPORATION COMMISSION
DIRECTOR OF UTILITIES

DO SAY THAT THIS ANNUAL UTILITY REPORT TO THE ARIZONA CORPORATION COMMISSION

FOR THE YEAR ENDING

MONTH	DAY	YEAR
12	31	2003

HAS BEEN PREPARED UNDER MY DIRECTION, FROM THE ORIGINAL BOOKS, PAPERS AND RECORDS OF SAID UTILITY; THAT I HAVE CAREFULLY EXAMINED THE SAME, AND DECLARE THE SAME TO BE A COMPLETE AND CORRECT STATEMENT OF BUSINESS AND AFFAIRS OF SAID UTILITY FOR THE PERIOD COVERED BY THIS REPORT IN RESPECT TO EACH AND EVERY MATTER AND THING SET FORTH, TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

SWORN STATEMENT

IN ACCORDANCE WITH THE REQUIREMENT OF TITLE 40, ARTICLE 8, SECTION 40-401, ARIZONA REVISED STATUTES, IT IS HEREIN REPORTED THAT THE GROSS OPERATING REVENUE OF SAID UTILITY DERIVED FROM ARIZONA INTRASTATE UTILITY OPERATIONS DURING CALENDAR YEAR 2003 WAS:

Arizona IntraState Gross Operating Revenues Only (\$)

\$ 2,400

(THE AMOUNT IN BOX ABOVE
INCLUDES \$ 147.01
IN SALES TAXES BILLED, OR COLLECTED

**REVENUE REPORTED ON THIS PAGE MUST INCLUDE SALES TAXES BILLED OR COLLECTED. IF FOR ANY OTHER REASON, THE REVENUE REPORTED ABOVE DOES NOT AGREE WITH TOTAL OPERATING REVENUES ELSEWHERE REPORTED, ATTACH THOSE STATEMENTS THAT RECONCILE THE DIFFERENCE. (EXPLAIN IN DETAIL)

SUBSCRIBED AND SWORN TO BEFORE ME

A NOTARY PUBLIC IN AND FOR THE COUNTY OF

THIS 31 DAY OF

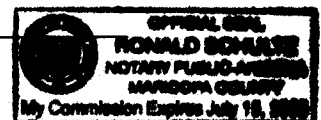
(SEAL)

MY COMMISSION EXPIRES 7-15-2005

[Signature]
SIGNATURE OF OWNER OR OFFICIAL
480-994-4502
TELEPHONE NUMBER

COUNTY NAME
<u>MAPICOPA</u>
MONTH
<u>MARCH</u>
20 <u>04</u>

[Signature]
SIGNATURE OF NOTARY PUBLIC



VERIFICATION
AND
SWORN STATEMENT
RESIDENTIAL REVENUE
INTRASTATE REVENUES ONLY

RECEIVED

APR 09 2004

VERIFICATION

STATE OF ARIZONA

I, THE UNDERSIGNED

OF THE

(COUNTY NAME) <u>MAHICOPA</u>	
NAME (OWNER OR OFFICIAL) <u>Jack Ross</u>	TITLE <u>PRESIDENT</u>
COMPANY NAME <u>WINSLON WEST WATER CO., INC</u>	

AZ CORPORATION COMMISSION
DIRECTOR OF UTILITIES

DO SAY THAT THIS ANNUAL UTILITY REPORT TO THE ARIZONA CORPORATION COMMISSION

FOR THE YEAR ENDING

MONTH	DAY	YEAR
12	31	2003

HAS BEEN PREPARED UNDER MY DIRECTION, FROM THE ORIGINAL BOOKS, PAPERS AND RECORDS OF SAID UTILITY; THAT I HAVE CAREFULLY EXAMINED THE SAME, AND DECLARE THE SAME TO BE A COMPLETE AND CORRECT STATEMENT OF BUSINESS AND AFFAIRS OF SAID UTILITY FOR THE PERIOD COVERED BY THIS REPORT IN RESPECT TO EACH AND EVERY MATTER AND THING SET FORTH, TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

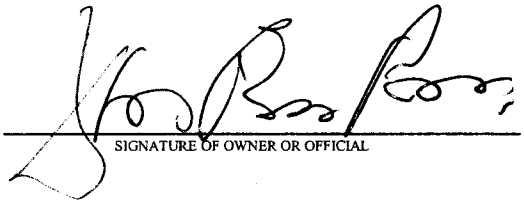
SWORN STATEMENT

IN ACCORDANCE WITH THE REQUIREMENTS OF TITLE 40, ARTICLE 8, SECTION 40-401.01, ARIZONA REVISED STATUTES, IT IS HEREIN REPORTED THAT THE GROSS OPERATING REVENUE OF SAID UTILITY DERIVED FROM ARIZONA INTRASTATE UTILITY OPERATIONS RECEIVED FROM RESIDENTIAL CUSTOMERS DURING CALENDAR YEAR 2003 WAS:

ARIZONA INTRASTATE GROSS OPERATING REVENUES <u>\$ 2,400</u>
--

(THE AMOUNT IN BOX AT LEFT
INCLUDES \$ 142.01
IN SALES TAXES BILLED, OR COLLECTED

*RESIDENTIAL REVENUE REPORTED ON THIS PAGE
MUST INCLUDE SALES TAXES BILLED.


SIGNATURE OF OWNER OR OFFICIAL

SUBSCRIBED AND SWORN TO BEFORE ME

A NOTARY PUBLIC IN AND FOR THE COUNTY OF

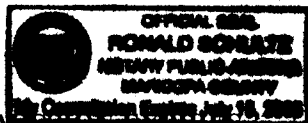
THIS

31

DAY OF

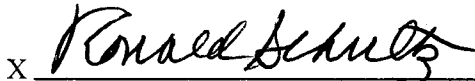
NOTARY PUBLIC NAME <u>RONALD SCHULTZ</u>	
COUNTY NAME <u>MAHICOPA</u>	
MONTH <u>MARCH</u>	. 20 <u>04</u>

(SEAL)



MY COMMISSION EXPIRES

7-15-2005

X 

SIGNATURE OF NOTARY PUBLIC